



CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)
Jant-Pali, Mahendergarh-123029

CUH/2023/E&GA/

Dated: 11.03.2023

Tender Notice

Limited Time Sealed tenders under two-bid system are invited for providing “**Tent, Sound, Lighting and Allied Services**” for the “**Convocation Function–2023**” to be organized on 29.03.2023 at Central University of Haryana, Mahendergarh. The tender bid complete in all respects, must be submitted in Dy Registrar (E&GA) Office, Central University of Haryana, Mahendergarh, latest by 21.03.2023 up to 02:00 pm. For further details and terms/conditions of tender document, please visit the University website: www.cuh.ac.in.

Sd

Registrar

Copy to:-

1. PRO for publication in two newspapers (one Hindi and one English).
2. System Analyst to upload the tender document on the University website.
3. AR, VC Secretariat, for information of Hon’ble Vice Chancellor.
4. PS to the Registrar, for information of the Registrar.

Central University of Haryana, Mahendergarh

Notice Inviting Tender (NIT)

Central University of Haryana, Mahendergarh invites sealed short-term tenders for providing “Tent along with Sound, Lighting & Allied Services” for “Convocation-2023” to be organized on 29.03.2023 at Central University of Haryana, Mahendergarh, as per the details given below:

1	Last Date and Time for receipt of Bids	21.03.2023 upto 02.00 P.M.
2	Time & Date of opening of bids	21.03.2023 at 02.30 PM
3	E.M.D (by DD in favour of Central University of Haryana, Mahendergarh)	Rs. 30,000/- (Refundable)
4	Tender Fee	Rs. 500/- (Non-Refundable)

Conditions and Eligibility Criteria:

(Please attach necessary supporting documents, in bid envelope)

1. The bidder should be an Indian Citizen and his /her firm/Establishment should be established in India under Companies Act, Shop Floor Establishment Act or by Authorised Government Agency etc.
2. The bidder should be sole owner of the main item(s)/services to be supplied, however, he may outsource allied facilities to be supplied.
3. The bidder should have executed minimum three works of similar nature and scope in the last two years in any of the Central Government Institution/State Universities. The work order/work completion certificate to be submitted along with the tender documents.
4. The bidder should have sound financial position, and shall submit ITR of last three years in respect of the firm. The minimum turnover in the last two years should be Rs. 25 lakhs.
5. The bidder shall have all the statutory registration/ mandatory licenses /necessary expertise for the execution of the task as stipulated in the specification and scope of work such as-
 - a) Labour license
 - b) Fire license
 - c) GST Registration
 - d) PAN Card
 - e) Shop and Establishment Registration
 - f) Any other safety related license essential for the work to be executed as per the tender conditions.
6. Tender Document may be downloaded from the University (www.cuh.ac.in), filled in documents along with tender fee (non-refundable) of Rs. 500/- and EMD of Rs. 25,000/- in the form of DD in favour of the “Central University of Haryana”, payable at Mahendergarh needs to be submitted at the following address either in person or by post by 02.00 p.m. on 21.03.2023

Registrar
Central University of Haryana
Jant-Pali, Mahendergarh-123031

7. The tender without requisite fee will be rejected.
8. The tenderer, after submitting the tender, is permitted to withdraw, substitute/modify the tender in writing without forfeiture of bid provided these are received in duly sealed and marked like the original tender before the last date of submission. However, the bidder will not be allowed to withdraw the bid after submission, without forfeiture of the EMD and other sanctions as decided by the University.
9. Any effort by the bidder to influence the University in bid evaluation/bid comparison for award of order will result in rejection of the bid.
10. Any correction, while filling the bid document, shall be countersigned by the bidder. Correction without signature will lead to rejection of the bid.
11. Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit the tender in the office of Dy Registrar, Estate and General Administration Branch, Central University of Haryana, Mahendergarh, along with the requisite documents and information.
12. All pages of Tender should be signed by the authorized signatory of the company/firm.
13. Tenders shall be opened in the presence of indenting tenderers/their representatives, if any present at the time of opening of bid. However, the bids shall be opened on the stipulated date and time and failure to appear on the scheduled date and time shall invoke the rejection of the bid.
14. The Central University of Haryana reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever.
15. In case of any dispute, decision of the Registrar, Central University of Haryana, will be final and binding on the parties.
16. It shall be deemed that the bidders have undertaken a visit to Central University of Haryana, and are fully aware of the scope of work prior to the submission of the tender document.
17. All the pages of the tender shall be serially numbered and signed by the tenderer.
18. The tenderer shall provide the drawing of the proposed work.
19. The financial bids of only those bidders shall be opened who are found to be technical responsive as per the satisfaction of the Committee.
20. If the bid is beyond the reasonable market rate, it shall be outrightly rejected even if it is L-1 and the decision of the Committee, in this regard, shall be final.
21. In case of equal rates of the qualified bidders, the decision will be taken through draw of lots. If it is observed by the Committee or the University administration that any bidder is involved in any unfair trade practices/malpractices, the bidder(s) will be liable to be rejected and appropriate action may be initiated, including blacklisting.

Deputy Registrar (E&GA)

Check List for submission of documents:

Sr. No	Description	Yes /No	Page No	Remarks if any
1	Whether Tender Fee paid?			
2	Whether EMD / Tender Fees attached?			
3	If EMD exempted, Valid Exemption Certificate attached?			
4	Whether Firm Registration attached?			
5	Whether GSTIN certificate attached?			
6	Whether PAN attached?			
7	Whether affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-blacklisting of supplier attached?			
8	Whether tender document signed on each page and pages are serially numbered?			
9	Whether copy of Turnover and ITR attached?			
10	Whether orders executed in last three years attached?			
11	Whether technical specifications of the quoted equipment attached?			
12	Whether drawing of the Tent and stage along with specification of public addressing system, LED display, lighting, backdrop and webcasting attached?			
13	Whether certificate of labour licence and Fire licences or other relevant licenses attached?			
14	Whether list of Institutes/Organizations where the quoted work executed with scope and scale provided?			
15	Any other relevant certification			
16	ISO and /or any other relevant certification			
17	Whether Self-certificate that the firm has never been debarred or indicted in corruption/malfunctioning case(s) attached?			
18	Whether undertaking that no complaint of poor performance has been received by the firm from suppliers attached?			
19	Have details of key personal been attached?			

20	Any other General information			
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Profile of Firm/Agency

1	Name of the Firm/Agency	
2	Status of the Firm/Agency (with supporting documents)	Proprietary/Partnership/Limited/Joint Venture (specify)
3	Postal Address	
4	Telephone Nos.	
5	Email and Website	
6	Year of Establishment	
7	Activities/Services offered	
8	PAN No.	
9	Registration No.	
10	Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos. etc.	
11	Telephone number and e-mail of three key personnel of the firm.	
12	Details of the earlier work executed in the Central University of Haryana in last Five Years	

13	Other information, if any	
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Date:

Place:

Signature of Authorized Signatory and Seal

Terms and Conditions along with Important Instructions:

1. The work is to be executed as per work order given by the University.
2. The selected firm will have to handover the complete foolproof work 24 hours before the start of the event.
3. Dismantling is to be started immediately after completion of event and to be completed at the earliest but not later than one week.
4. Transportation of all items to site and back from site is sole responsibility of the firm.
5. All material should be new and of standard quality and decent looking. The fabric to be used will be approved by the University and it should be of white colour only.
6. All items (Sofa, Chairs/Carpets/tables etc.) should be in good conditions & will be cleaned by agency staff after putting/installing it on appropriate places. Appropriate deductions will be made for the use of poor quality goods.
7. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation, labor, installation etc.) including all Taxes (if any) in the price schedule.
10. The agencies are required to see proposed site, understand the work and agree to all the terms and conditions of Central University of Haryana as given above.
11. All wirings have to be provided by the firm from the source to be specified by Central University of Haryana and all the safety parameters must be

followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire. The successful bidder shall be required to make necessary arrangements of fire safety by installing necessary equipment for each type of fire hazards.

12. For any emergency situation, the contractor will provide solution related to his work at no extra cost.

13. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.

14. As the Convocation Day is an important function of the University, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work.

15. All works related to the event should compulsorily be completed one day in advance so that any modification/alteration can be made in time.

16. Rates will be compared on the basis of grand total and not on the basis of individual items.

17. All works related to this tender should be completed to entire satisfaction of Central University of Haryana, failing which the University will have the right to cancel the work order, forfeit the earnest money.

18. All precautionary safety measures should be adopted by the agency in erecting hangers, tents, fixing lights, etc. The University shall not be responsible for any mishappening and loss caused due to the negligence of the agency, therefore, agency is required to take the extraordinary care, keeping in view the sanctity of the event.

19. The representatives of the firm should be available on mobile to enable the University to contact them in emergency situation. Therefore, mobile nos. of key persons must also be provided to the Central University of Haryana.

20. The vendors may include other items, which have not been listed in the scope of work, at the end of the list. The bidder is therefore advised to see the area and ascertain requirements before submitting the bid.

21. Tenders received without EMD or incomplete tender fee would be rejected.
22. No Advance Payment will be made.
23. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes and deductions due to poor quality of work observed during the function.
24. Quantities of various items can be increased or decreased as per the site requirement.
25. In case of receipt of single bid, the University has the right to decide whether the single bid has to be accepted or not. In this matter, decision of the University Authorities shall be final.

In case the bids are beyond the reasonable market rate even after the negotiation, the same shall be outrightly rejected.

26. The bidder shall provide a certificate that the firm has never been blacklisted or debarred due to corrupt and fraudulent and/or poor quality of work by any of the Central/State Government Agencies in the last five years.

Schedule of General Items Convocation Function 2023 at Central University of Haryana, Mahendergarh.

(Schedule A)

Sr. No	Item Description	Approximate Quantity	Unit	Required on	Rate (In Rs)	Amount Rs.
1	Providing 3 Line VIP Sofa 2-seater with white cover	40	No.	29.03.2023		
2	Providing Sitting chair with white cover	1200	No.	29.03.2023		
3	Providing Center Table with Cover	20	No.	29.03.2023		
4	Providing Table as per requirement, complete with cover.	30	No.	29.03.2023		

5	a. Providing and laying of Kitchen tent with top side cover and side Canat.	30'x30'=900 Sq.ft	Sq.ft	29.03.2023		
	b. Providing and laying tent along-with multiple steps arrangement for photo session arrangement (24x24)	24'x24'=576 Sq.ft	Sq.ft	29.03.2023		
6	Providing and laying of Red Carpet in passage (of 5'x30' size)	30 No.	No.	29.03.2023		
7	Providing and laying of Buffet Tent Pandal with Pipe Pandal	90'x90'=8100 Sq.ft	Sq.ft	29.03.2023		
8.	Providing and laying of simple tent of size 120x108 sq ft) Non Water and Fire Proof. Fully covered.	13000 sq ft.	Sq ft	29.03.2023		
9.	Providing and fixing of Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Pandal and Stage/Auditorium.	Complete for Stage and Tent	No.	29.03.2023		

10	Providing Bouquets and Decoration at Stage, University Main Gates, Admin block with good quality flower of multiple varieties. (As per requirement of the University)	A/A	N/A	29.03.2023		
11.	Providing and laying of Stage 30'x30', complete stage arrangement, completely stepped along with Red colour carpet, & Table in front of chairs and stage should have ramp for differently abled persons and chairs for stage for Convocation Function.	900 Sq.ft	Sq.ft	29.03.2023		
12	Providing Round Tables (Four seater) with chair and white cover	60 No	No	29.03.2023		

13	Providing Serving Tables with cover for food (Refreshment area)	40 No	No	29.03.2023		
14	Providing and laying of Drinking water Dispenser (Hot & Cold) with RO water filled Jar- 20 Ltr.	40 No	No	29.03.2023		
15	Providing Biodegradable /disposable glasses	5000 No	No	29.03.2023		
16	Providing and laying of Dustbin (Min 55ltr.)	12 No	No	29.03.2023		
17	Providing and fixing of Welcome flex Banners at two Main Gates (size 10'x5')	02 No	No.	29.03.2023		
(b)	For Convocation Function	2 No	No	29.03.2023		
18	Providing and fixing of Printed Flex Banner (Backdrop) with stand at stage (Size 25'x14') with frame.	02 No.	No.	29.03.2023		

19	Providing Flower Pots with good quality flowers of multiple varieties.	100 No	No	29.03.2023		
20	Providing and Fixing of portable toilets.	06 No	No	29.03.2023		
21	Providing and fixing of mist fans including provision for electric connections.	20 No	No	29.03.2023		
22	Providing and fixing of LED Screens of Minimum size 8x6.	04 No	No	29.03.2023		
23	Providing and fixing of CCTV system with 16 cameras with recording system.	01 No	No	29.03.2023		
24 (a)	Providing and Fixing of 3'x6' printed flex banners with standee for display. (size 6x3) Ft (Design relevant to the event)	15 No	No	29.03.2023		
24(b)	Flexs (02 for Help Desk and 01 for Registration Desk (size 6x3) Ft (Design relevant to the event)	03 No.	No.	29.03.2023		
25	Other items					

	(a) Flag Card with stand	50 No.	No.	29.03.2023		
	(b) Name Plates for VIPs	20 No.	No.			
	Total					
Note:	1. Total amount should be inclusive of all charges i.e transportation, labour, levies, taxes, installation, operation etc.					
-	2. All materials should be new, of standard quality and decent.					
	3. Payment will be made as per actual requirement and installation at site satisfactorily & successfully.					
	4. The item-wise rates quoted should be for complete duration of requirement as specified above.					

Undertaking

We have seen the proposed site, understood the work and hereby agree to all the terms and conditions of the Central University of Haryana, Mahendergarh, given above.

1. Name & signature of Authorized person of agency.
2. Address, Telephone No. Email Address & seal of the Agency.